



AGENDA MEMO

Needs Legal Review: No
Council Meeting Date: January 2, 2019
Agenda Item: Review of 2018 Goals and Priorities – Setting 2019 Goals and Priorities
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Adoption of 2019 Goals and Priorities.

PROPOSED MOTION:

Motion to adopt 2019 Goals and Priorities.

Why is it a legislative issue:

The council sets its goals and priorities.

Explanation of issue:

Attached are the 2018 Goals and Priorities that were adopted on March 7, 2018. In addition, the meeting minutes from the February 2018 Retreat are also included.

Most of the 2018 goals and priorities are ongoing currently

2018 Accomplishments

Infrastructure

The council adopted minimum design standards for water and wastewater facilities.

Parks and Pool

A Metropolitan Park District was voted in by the citizens of the proposed district and will be in place in 2019.

The council hired WMS Aquatics to develop a basic design for the pool.

Housing

The Housing Committee identified the need for a Short-Term Rental permitting process. This ordinance is currently under draft and should be submitted to the council in early 2019 for initial discussion (prior to scheduling public hearings).

Planning and Community Development

The city has undertaken updating the Comprehensive Plan. This process will continue into 2019.

The city has undertaken updating the city's Critical Area Ordinance. This process will continue into 2019.

The city has identified the need for a "City-County Development Agreement." Discussions with Klickitat County continue into 2019. The Comprehensive Plan Update process also identified this as a priority.



Emergency Response Planning

Klickitat County has undertaken the development of a County Hazardous Mitigation Plan. Bill Hunsaker, Fire Chief, is the key city coordinator on this process. This process will continue into 2019.

The city has looked at adopting a wildland/urban interface related to fire hazard. This will be coming to the council for adoption in early 2019.

Community Engagement

Council members attended several community events in 2018. This is an ongoing process.

Staff will propose a "social media strategy" in 2019 which also ties into "City Communications Goal".

City Communications

The city has a redesigned website. The website needs to be refined with additional data uploaded to the site.

The city will be working on its records management in 2019.

Garbage and Recycling

The city did not undertake any specific actions in 2018 related to garbage and recycling. The county is currently updating its Solid Waste Management Plan. Amy Whiteman is the council member assigned to the county committee.

2019 Goals and Priorities

I recommend that the 2018 Goals and Priorities be adopted as the 2019 goals and priorities with several modifications.

Parks and Pool

Replace "Develop phased action plan for pool construction and development" and "Establish Parks and Recreation District" with "Work with Metropolitan Park District regarding the construction and operations of a new pool."

City Communications

Replace "Redesign website" with "Continue to improve website."

I recommend that we hold a council retreat in June to identify the 2020 Goals and Priorities. This will help establish the budget around those goals and priorities.

Budget:

None at this time.

Staff Recommendation:

Staff recommends adopting the 2018 Goals and Priorities as ongoing 2019 Goals and Priorities with several modifications.



AGENDA MEMO

Needs Legal Review: No
Council Meeting Date: March 7, 2018
Agenda Item: 2018 Goals and Priorities
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Adoption of the 2018 Goals and Priorities.

PROPOSED MOTION:

Move to adopt 2018 Goals and Priorities as identified at the City Council Retreat on February 9, 2018.

Why is it a legislative issue:

The city council adopts its goals and priorities.

Explanation of issue:

The City Council met on February 9, 2018 at a retreat. At that retreat they identified goals and priorities for 2018. These are attached.

Budget:

A number of the goals and priorities may have budget impacts.

Staff Recommendation:

It is recommended the city council adopt the 2018 Goals and Priorities.

2018 GOALS AND PRIORITIES

Infrastructure	<ul style="list-style-type: none"> • Update Water Master Plan (e.g., Buck Creek line) • Develop/update minimum design standards and impact fees
Parks and Pool	<ul style="list-style-type: none"> • Develop phased action plan for pool construction and development • Establish Parks and Recreation District • Move forward with Waterfront Bridge Park
Housing	<ul style="list-style-type: none"> • Discuss zoning, ordinances addressing development concerns in Housing Committee • Coordinate with County Planning Commission
Planning and Community Development	<ul style="list-style-type: none"> • Work on City-County Development Agreement • Update Comprehensive Plan
Emergency Response Planning	<ul style="list-style-type: none"> • Coordinate with Klickitat County Local Emergency Planning Commission and implement strategies in the County's Hazard Mitigation Plan • Develop plan to mitigate fire hazard in wildland/urban interface areas of concern (e.g., Dock Grade)
Community Engagement	<ul style="list-style-type: none"> • Council members should have a larger presence at community events (e.g., outreach at farmers' market) • Increase school engagement (e.g., high school liaison, interns) • Develop social media strategy as part of communications plan
City Communications	<ul style="list-style-type: none"> • Redesign website • Move forward with record digitization • Increase the number of public documents translated and widely distribute them through appropriate channels • Develop communications plan (identifying target audience, communication channel, and frequency for publicly released documents, feedback opportunities, events)
Garbage and Recycling	<ul style="list-style-type: none"> • Continue public education around local recycling and garbage issues (i.e., Klickitat Solid Waste should be involved in a local talk and the County should be encouraged to do more public education)



CITY OF WHITE SALMON
City Council Special Meeting – Friday, February 9, 2018

COUNCIL MEMBERS PRESENT

Council Members:

Jason Hartmann
Donna Heimke
Marla Keethler
Amy Martin
Ashley Post

Staff Members:

Pat Munyan, City Administrator
Bill Hunsaker, Building Official and Fire Chief
Mike Hepner, Police Chief
Kevin English, Public Works Operations
Manager
Jan Brending, Clerk-Treasurer

The City of White Salmon Council held a retreat on Friday, March 9, 2018. Topics of discussion included the following: budget, infrastructure, parks and pool, housing, planning and community development, emergency response planning, community engagement, city communications, garbage/recycling and 2018 goals and priorities.

The following are the notes from the meeting provided by the facilitator.

2018 GOALS AND PRIORITIES

Infrastructure	<ul style="list-style-type: none">• Update Water Master Plan (e.g., Buck Creek line)• Develop/update minimum design standards and impact fees
Parks and Pool	<ul style="list-style-type: none">• Develop phased action plan for pool construction and development• Establish Parks and Recreation District• Move forward with Waterfront Bridge Park
Housing	<ul style="list-style-type: none">• Discuss zoning, ordinances addressing development concerns in Housing Committee• Coordinate with County Planning Commission
Planning and Community Development	<ul style="list-style-type: none">• Work on City-County Development Agreement• Update Comprehensive Plan

Emergency Response Planning	<ul style="list-style-type: none">• Coordinate with Klickitat County Local Emergency Planning Commission and implement strategies in the County's Hazard Mitigation Plan• Develop plan to mitigate fire hazard in wildland/urban interface areas of concern (e.g., Dock Grade)
Community Engagement	<ul style="list-style-type: none">• Council members should have a larger presence at community events (e.g., outreach at farmers' market)• Increase school engagement (e.g., high school liaison, interns)• Develop social media strategy as part of communications plan
City Communications	<ul style="list-style-type: none">• Redesign website• Move forward with record digitization• Increase the number of public documents translated and widely distribute them through appropriate channels• Develop communications plan (identifying target audience, communication channel, and frequency for publicly released documents, feedback opportunities, events)
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Scribed notes from White Salmon City Council Retreat on February 9, 2018

Budget

- Council sets policies and priorities and is required to adopt a balanced budget. Budget process begins over the summer. Jan works with Department heads to develop budgets. The Budget Committee reviews the budget, it goes to auditors, and then there is a summary review at a full Council meeting.
- Reporting is different than for most businesses. No full accrual accounting and no GAAP requirements. City operates on a cash basis.
- Not a lot of discretionary money in small cities. City is not allowed to profit and must invest funds not immediately needed - the General fund is the City's largest. Revenue resources are limited by state laws. City revenue comes from taxes, state monies, and charges for services. The Association of Washington Cities advocates for state funds.
- Gas tax is applied to the street fund by state law. Property taxes split between general fund and street fund. While the City could charge a hotel/motel tax, it doesn't seem to pencil out. White Salmon and nearby towns have discussed a criminal justice sales tax. Many cities have written a letter of support for it, but to date, the County has not.
- City helps the public understand the budget through the budget narrative. Generally, there is a lot of public support for public safety/fire; less so for water infrastructure and similar "unseen" issues without education and increased understanding.

Infrastructure

- Need minimum design standards to address pressures on infrastructure and should address any issues at the source (e.g., Buck Creek and Jewett water lines).
- **Streets:** The state has a number of improvement projects on Highway 141. Members expressed concerns about pedestrian/cyclist safety issues on the highway. Improvements are needed on Spring Street to address traffic flow, water/wastewater, and future development.
- **Water - Supervisory Control and Data Acquisition Systems (SCADA) Replacement:** While expensive, this new technology will last longer and it must be done by 2020. SCADA allows remote reading from City Hall and detects leaks and problems immediately. System failures result in the loss of essential (state required) data.
- **Wastewater:** Bingen/White Salmon treatment plant improvements are needed but projects must be engineered before seeking funding. ERUs as a ratio are 75% White Salmon/25% Bingen - "Equivalent residential unit" or "ERU" means a unit of wastewater which incurs the same costs for operation and maintenance as the average volume of domestic wastes discharged from a single-family residence in the treatment works service area.
- **City Hall:** Both the archive room and building exterior need work.

Parks and Pool

- **Parks**
 - Continue to move forward with the Waterfront Bridge Park - draft plan provided in handout.
 - Note, Hood River Bridge is now part of the National Park Service. A lot of grant funding is available for this project. A grant is currently funding a National Park Service employee to work on it.
 - The largest expense is the foot access bridge. Given the coordination and approvals required by the railroad and state agencies, an optimistic timeline is 2.5 to 3 years. Burlington Northern (BN) is open to the process, just need to meet their height requirements. City should approve contracting an engineer at the next Council meeting - BN has provided specifics necessary.
 - County owns some of the land implicated and as a result their support will be needed in perpetuity. They want the right to sell should the land become valuable. The City of WS would like a 100-year lease on this land. If the City requests this formally from the County, they are apt to provide a long-term lease.
- **Pool**
 - Strong community desire to have pool for kids during the summer asap. Pool donor and the community been frustrated by the slow pool planning process. Aim to start construction in 2019 and need to engage community partners around this now.
 - Cost is estimated at \$2 million. Re: funding, will likely need to raise money and City Council can help fundraise. Some trust money could be available from a private donor. Should budget for operations and maintenance as far out as possible.
 - Should take a phased approach to construction meeting this primary goal and build it so other projects can be added on later. Historically, there have been discussions around a combined arts center. Additionally, in the last pool workshop, participants were very interested in a therapy pool and lap lanes. A therapy pool would require more logistics and funding, which could be part of the plan depending on how much money was raised.
 - Should establish a municipal park district, so the City is not responsible for its management and would help to build community. Parks and Recreation can operate the pool less expensively. However, should build the pool first and then establish the Park District.

Housing

- Housing is a persistent issue that is a result of supply and demand. The City is supportive of middle- and low-income development, and there is particular demand for workforce housing. The City could use more apartments versus homes and mixed use developments (e.g., commercial, apartment complex, duplexes, co-housing) could be a way for revenue-generating components to finance the smaller elements.
- Three developers are interested in approximately 20% of the deeds. Some large companies are becoming big players in the local rental market. Rental owners must register with a business license and conditional use must be permitted on the property.
- For older residents (65 years and older), the City has a cap on property taxes and the state has a cap on the tax rate.
- **How can the City act?** 1) A significant amount of land can be annexed/developed which would increase supply. If the land is annexed prior to development, it will maximize revenue to the City. The City could work with the County planning commission on this issue. 2) The City could also consider passing an AirBnB or ADU ordinance to address more specifically the lack of long-term housing. 3) City zoning is actually law and could be modified. Currently, a lot of R2 and R3 with very little R1. Zoning should align with the Comprehensive Plan. Klickitat County has had a number of land use planning lawsuits and an effective Comprehensive Plan can help mitigate these issues.

Planning and Community Development

- Zone specific areas on the fringes of White Salmon as urban, anticipating that they will be annexed later. County street standards differ from those in White Salmon. Annexing prior to development maximizes revenue to the city. If annexed to the City of White Salmon after development is approved by the County, the County benefits from additional revenue and the City still incurs some of the additional costs of development. It is harder to annex land once developers have begun building on it.
 - **What can the City do?** Work with Klickitat County on development agreement for these areas.
- Comprehensive Plan - **City needs to prioritize 5 to 20-year plan update**
 - Current plan is vague and fails to serve as a professional tool, little mapping. The City needs a well-thought-out, more technical plan - can help avoid lawsuits.
 - Zoning should be consistent with plan and is actual law. Currently lots of R2 and R3; very little R1. State law mandates review of land use ordinances. In July, the City will transition from the 2015 building codes to the 2018 ones. Critical areas ordinance mandated for 2018. Note, adding the wildland/urban interface code. Visit mrsc.org for listing of city codes.
 - Plan to use a contract planner to help with the planning workload. City staff are overwhelmed as it is and have to wear many hats.

Emergency Response Planning

- County is required to have a Local Emergency Planning Committee (LEPC), in which the City participates. One of the issues that has arisen is emergency vehicle access, which is being addressed through turnarounds.
- White Salmon contracts with County Emergency Management. County has received grant funding to create a Hazard Mitigation Plan. Once the plan is finished, Cities and County will be eligible for FEMA money to help with mitigation strategies. White Salmon and other cities haven't been able to tap into the FEMA mitigation dollars without this plan.
 - **What can the City do?** Implement strategies identified in the Hazard Mitigation Plan. May want to identify shelters (e.g., churches and other sites) that have generators. While not part of the City, SDS and Insitu developed an emergency plan, which often indicated the need to Shelter-in-Place.

- Maintenance needed in the wildland/urban interface (e.g., fuel reduction, controlled burns)
 - Dock Grade Road area is of particular concern, includes State of WA, County, and private land. The City only has a volunteer fire department and recommends that the Scenic Area and WA Department of Natural Resources perform any burns on Dock Grade. Residents would likely complain about smoke, poison oak, etc. However, it is a “not if, but when” scenario. Could consider goats?
 - Note, a private landowner plans to build steps that would be open to the public on Dock Grade. The landowner just asks that the City pick up the liability for it. The City has priced a guardrail at roughly \$500,000 on Dock Grade, but believes there to be cheaper options.
 - **What can the City do?** Can require maintenance in areas of concern.

Community Engagement

- **What are some opportunities to further engage the community?**
 - Larger presence at community events
 - School engagement (e.g., Student Council Liaison on the School Committee) School committee - Could have a student council liaison
Career day participation by council members/city departments
 - Free technology tools (e.g., online polls and surveys)
 - Social media
 - Reformatting the City Council agenda, starting the meeting with items that have opportunities for public comment/input and pushing those items that are discussion-only to later in the agenda.
- Public involvement process required in some cases (e.g., Comprehensive Plan), but generally try to be transparent and welcome public participation. Those ordinances requiring public comment and hearings can be found at mrsc.org.
- County engagement and communication could be improved. Pioneer Center in Goldendale has videoconferencing capability. White Salmon could discuss ways to take advantage of this to encourage local participation in County meetings and discussions.

City Communications

- **Website**
 - Improve user experience, ensure it can be easily updated by staff and that all city departments are on one site.
 - Currently two domain names - make consistent with one address.
 - New website should include: city codes, comprehensive plan, public records, wastewater management plan. Transition away from Wordpress to something like SquareSpace, Municode (with server support).
- **Record digitization**
 - Grant monies available for record digitization. Could purchase indexing software and high-speed desktop scanner.
 - Perform a proactive analysis of staff time to address this and consider adopting policies. Have a number of boxed files that would need to be reviewed and scanned. High school Intern to archive and digitize?
 - State does not allow the City to go completely paperless.
 - Some documents will need redaction
 - Records requests can bankrupt small cities
 - Body cams for police can equal data overload w/o good systems

- **Translation**

- Mandated at a certain percentage (e.g., 10-15%) of population
- City has two bilingual staff members who can help, but difficult for the translation of technical documents.
- Reiterates need for communications plan, identifying target audiences, appropriate channels for distribution and frequency.

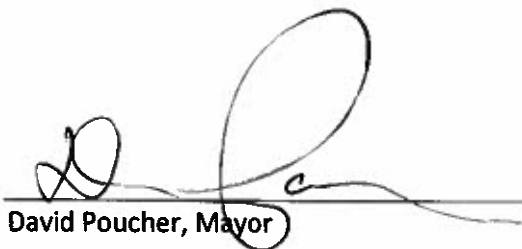
Garbage and Recycling

- City has two codes related to garbage and recycling. County also has solid waste management plan in which the City of White Salmon participates.
- Washington Utilities and Transportation Commission sets solid waste rates and Republic is contracted to provide garbage and recycling services for White Salmon.
 - Republic does not pick up curbside glass and one contaminated item causes all to go to landfill.
Public needs more education around sorting and cleaning of recyclables.
- Republic does not want to pick up compostables, prefer that goes into the landfill. Note, the landfill's methane is sold for electricity. Compost is considered solid waste and as a result, requires a permit and local company, Dirt Hugger, cannot pick it up. Christmas tree disposal is an issue since the boy scouts no longer pick them up.
- Bingen transfer site experiences dumping and can stealing (which is a source of revenue). Skamania County residents also bring their recycling here. Republic is going to enforce closures, set up cameras, review footage and bring trespassing charges to police.
- Republic charges companies for recycling and businesses should pay for it, rather than dropping it off at a transfer site. Republic provides Washington Gorge Action Programs with a container for their recyclables, given their non-profit status and volume of materials.
- Insitu contracts for electronics recycling and Community Pride event also helps to dispose of other unwanted materials (e.g., electronics) though it is now a mandated donation.

Parking Lot: Road levy

Tasks:

- Contact Klickitat County Solid Waste about future public education in White Salmon
- Reformat the City Council agenda, starting the meeting with items that have opportunities for public comment/input and pushing those items that are discussion-only to later in the agenda.
- Re: Waterfront Bridge Park, City should approve contracting an engineer at the next Council meeting - BN has provided specifics necessary. City should also formally request a long-term lease on the County land that is implicated.
- Jan to get a copy of Hood River's short term rental housing ordinance for Housing Committee review and discussion.
- Communicate Council development priorities to the County Planning Commission (to begin conversation re: annexation agreement)



David Poucher, Mayor



Jan Brending, Clerk-Treasurer